

ADMINISTRATIVE

DD/A Registry

83-0451/20

18 JUL 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Edward L. Sherman
Director of Finance

SUBJECT: Reduction in Travel Authorizing Officers

1. We have reviewed the number of travel authorizing officers in Office of Finance and are taking steps to reduce them from eight to three. The remaining positions are the Director of Finance, the Deputy Director, and the Deputy Director for Compliance who supervises the commercial audit function.

2. This is the second such reduction in the last four years. In May of 1980 this office reduced its travel authorizing officers from twelve to six. Thus from 1979 to the present, we have reduced travel authorization positions by 75%.



Edward L. Sherman.

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